



- INSTRUCTIONS -

1. This form must be prepared for each employee covering each 4-weekly pay period, and forwarded in a single copy only to Headquarters, not later than 3 days following the end of the pay period.
2. All periods of annual or sick leave must be specifically and clearly indicated.
3. If any change occurred in the individual's quarters or dependency status during the period covered by this report, show clearly under "Remarks" the nature of the change and the exact date on which it occurred.
4. All periods of absence from the post should be clearly indicated. If the individual is absent from the post at the end of the reporting period, indicate the approximate date he is expected to return.
5. If the individual is occupying permanent quarters, Form 33-22 must be submitted with this report, unless it has been previously forwarded.
6. Any unusual condition or circumstance which would effect the payment of Salary, Allowances, Leave or Salary Differential will be clearly set forth on this form.